DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF PROVIDING PLANNING AND DESIGN ENGINEERING SERVICES ON AN AS NEEDED BASIS.

The primary and/or subconsultant firm(s) shall be Pre-qualified by the Department. The work codes required are listed below. Please include the work codes on the RS-2 forms.

Discipline	Work Code
Rural Roadway Design	201
Urban Roadway Design	269
Interchange Design	126
Roadway Foundation Investigation and Design	294
Structure Foundation Investigation and Design	295
Retaining Wall Investigation and Design	296
Utility Coordination	270
Public Water Distribution Systems	173
Sanitary Sewer Collection Systems	203
Bridge Design for spans < 200 ft.	24
Bridge Design for spans > 200 ft. (including moveable and segmentals spans)	23
Preparation of Categorical Exclusions	32
Preparation of Environmental Assessments and FONSI's	63
Preparation of Environmental Impact Statements and Records of Decisions**	66
Traffic Control Plans	247
Traffic Simulations Using Advanced Modeling Software	256
Capacity Analysis for freeways and interchanges, for intersections and corridors, and roundabouts	26, 27 , 30
~~Archaeological Resource Surveys~~	~~14~~
Air Quality Analysis	5
Community Impact Assessment	36
~~Historic Architectural Surveys of Standing Structures~~	~~106~~
Public Involvement	171
Indirect and Cumulative Impact Assessment	116
Traffic Noise Analysis	253
Limited English Proficiency	308
Ecological & Biotic Community Studies	59
ICI Water Quality Assessments	114

Threatened and Endangered Species	243
Wetland and Stream Delineation	280
Hydraulic Design – Tier I	433
Hydraulic Design - Tier II	434
Interchange Modification/Justification Report	127
~~Corridor Studies~~	~~46~~
Pavement Marking Plans	155
Guide Sign Design – Conventional Roads	97
Guide Sign Design – Expressways and Freeways	98

**** This item is optional. The Department intends to select a few firms with EIS/ROD capabilities.**

All services listed above shall be done in accordance with the guidelines and standards for each unit. The firm/team must be capable of providing any and all work assignments in an expedient manner.

The Department intends to select several firms that will be capable of providing these services over a two-year contract period. The firms will be used on an as needed basis to expedite work. The scope of work will vary greatly and will be determined on a project by project basis. The number of firms to be selected and the contract amounts have not been determined. There is no guarantee that selected firms will be assigned work over the two-year contract period. The contract amount will not be used as outstanding workload. Outstanding workload will only count if work is assigned.

The design plans for the work listed above shall be prepared in electronic format. The Department requires all electronic files be in Microstation format using Geopak software.

The proposed method of payment is Lump Sum or Cost Plus depending on project assignment.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited will not require a license. It is the responsibility of each firm to adhere to all the laws of the State of North Carolina.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at https://apps.dot.state.nc.us/quickfind/forms/Default.aspx.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering https://apps.dot.state.nc.us/vendor/directory/ in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department ***prior*** to submittal of your letter of interest. An application may be accessed at https://apps03.dot.state.nc.us/vendor/prequal. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm,subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting Letters of Interest for this work will be based on the following considerations and their respective weights:

1. The firm's experience and staff to perform the type of work required, and should include any designated subconsultants; (50%)

2. The evaluation of the performance on any previous contracts with the North Carolina Department of Transportation; (50%)

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A
PROFESSIONAL SERVICES MANAGEMENT UNIT
LETTER OF INTEREST

All letters of interest are limited to twenty (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED**. Letters of interest containing more than twenty (20) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file**: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for 2014 Planning and Design Limited Services Contracts.

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to ~~five~~ ten (~~5~~10) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach;
- Any innovative approaches to be used; and

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;

- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and ***sign*** each Form RS-2 (instructions are listed on the form).
Please include the work codes on the RS-2 forms.

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and *signing* the form.

The required forms are available at: https://apps.dot.state.nc.us/quickfind/forms/Default.aspx.

Private engineering firms are invited to have letters of interest for furnishing services for Planning and Design Services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m.** on **February 20, 2014**. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **March 14, 2014, 2014**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx by **March 17, 2014**.